SUPPLEMENTAL JOB DESCRIPTION

Classification: Systems Development Specialist V   Function Code: 8998-003

Position Title: Systems Development Specialist V   Date Established: 3/21/97

Position Number: 10249   Date of Last Amendment: 04/30/12

SCOPE OF WORK: To act as lead application development specialist with respect to programming applications for the Department of Revenue. Functions: to perform analysis, design and translation of Department requirements into information systems solutions; ensure internal division compliance to all standards, policies and procedures enhancing the efficient operation of the department.

ACCOUNTABILITIES:

- Completes analyses of process and data flow to design and implement automated information systems. Develops project plans including time, cost, resource estimates and test plans for computer hardware/software projects.

- Performs systems analysis functions, and application design, development, testing, debugging, implementation and documentation tasks adhering to a standard System Development Methodology.

- Develops and maintains user and technical documentation relative to agency information technology systems.

- Completes software release processes within best practices utilizing version control procedures while maintaining production, development, and testing environments.

- Develops new, and enhances existing, software applications as assigned. This includes conducting user needs assessments, documenting development, reporting change & completion milestones, and maintaining compliance with existing standards.

- Analyzes programs and system problems, determines resolutions, and implements solutions.

- Prepares application system test plans, coordinates the preparation of system test data and testing, and reviews results with end users to effect smooth implementation.

- Initiates standards, work methods, procedures and guidelines for other DoIT staff.

- Schedules and/ or conducts professional training sessions on developed applications.

- Oversees activities of state and consultant personnel assigned to perform tasks to enhance computer usage within the department.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree from a recognized college or university with at least fifteen (15) credit hours in the field of computer sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

EXPERIENCE: Five years experience as a computer programmer or systems analyst associated with a late generation medium or large scale on-line computer system or computer networks similar to department; at least two years of which shall have been involved with systems analysis. Each additional year of approved work experience may be substituted for one year of required formal education.

RECOMMENDED WORK TRAITS: Knowledge of current methods of computer systems analysis and design. Knowledge of management principles and practices and their relationship to computerization. Knowledge of the principles of computer programming and the capabilities and requirements of information systems. Knowledge of the application and use of peripheral computer-related equipment. Ability to explain technical operations in easily understood language for non-technical personnel. Ability to supervise and train project resources in the processes used in converting systems to electronic data processing. Ability to communicate effectively orally and in writing. Ability to analyze operations and organize their component parts into a logical system. Ability to coordinate the conversion of agency programs to information processing systems. Ability to establish and maintain effective working relationships with subordinates, associates, agency management officials, project resources, as well as personnel associated with professional organizations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

LICENSE/CERTIFICATION: Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: Additional off-hours work may be necessary with little or no notice due to unanticipated system failures. System implementations may occur off hours and require the employee to work overtime. Experience with Java, .NET 2003/ Visual Basic/Visual C#, C++. Ability to understand/ write complex SQL scripts; familiarity with Adobe LiveCycle, WebFocus Developer Studio, HTML, JavaScript, DB2, COBOL, and Harvest would also be valuable assets.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

_____   _____
Employee's Signature   Date Reviewed

Supervisor's Name and Title: Diane Herbert, Systems Development Specialist VI, Position #18970

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

_____   _____
Supervisor's Signature   Date Reviewed

Jennifer J. Elberfeld MR   4/30/12
_____   _____
Division of Personnel   Date Approved